

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Security Administration
Terminal Sales Building
Portland 5, Oregon

In Reply Refer To
R11 HF

July 18, 1946

To: All Home Management Supervisors
From: Walter A. Duffy, Regional Director
Subject: Suggestive Home Management Material

The attached mimeographed material has been prepared to help you in carrying out a more effective and efficient Home Management Program, and in the end develop more successful farm families. You will probably want to put it in your Home Management Manual.

You will note that the "Family Canning and Storage Budget" is merely an example which you may care to use as a guide entirely or in part with individual families. We feel that in some instances where this phase needs to be stressed, and you are making a determined effort to help the family in their canning, that something of this sort might be used right away for discussion with them. We also recognize the fact that it could be used at various times during the year.

The other material is being sent to you partly as a sample. If you desire more copies, you can order them from the Regional Office, stating how many you will need.

The hints on the "Home-Made Space-and-Labor Savers" were made in as much detail as they have been since you may care to go ahead and make up some of the suggestions for samples of your own. Possibly you can even inveigle your Supervisor into helping you on this. Again, you may want to have a few copies to go to a family where there is a possibility that the man of the house is handy in making such things.

Our desire is to get as much of this type of material to you from time to time as is possible. We hope to have the material on screens out to you within a very short time. In the meantime, as always, your recommendations, ideas or suggestions will also be received with thanks.

Walter A. Duffy

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THE FAMILY CANNING AND STORAGE BUDGETPURPOSES

- 1 - To help homemaker see clearly actual canning and storage need.
- 2 - To determine amounts needed for a specific family for good year-round diet.

STEPS IN PLANNING A BUDGET FOR CANNING AND FREEZING

- 1 - List the foods to be canned and frozen, or refer to an available suggested list.
- 2 - Decide approximate number of meals per month that canned or frozen food will be served.
- 3 - Decide average number of servings per quart of each food, according to eating habits of family.
- 4 - Find number of quarts needed per month for each food (divide number meals per month by number servings per quart.)
- 5 - Decide number of months canned or frozen food will be needed.
- 6 - Determine quarts needed per month for one person.
- 7 - Determine the amount of the number of persons in family. To provide for a hired man or much company, add one or more to family number.

A stored food budget may be determined in a similar manner; figure number of servings obtainable from bushel of product, and amounts of each kind needed.

A CANNING BUDGET DETERMINED (EXAMPLE ONLY)

Product (Canned or frozen)	Meals used per Month	Serv- ings per Quart	Quarts used per Month	Number Months Needed	Amount Needed	
					For one person	For this family of _____
Tomatoes & juice	20	6	3- 1/3	9	25	_____
Greens	8	8	1	7	5	_____
Other Veg.	30	8	3- 3/4	9	30	_____
Fruits & juices	32	8	4	8	50	_____
Meats	8	6	1- 1/3	8	5	_____
Jams, jellies - 3-5 qts. per person) Add) to)	TOTALS <u>115</u>
Pickles, relishes " " " "						

CANNING BUDGETS WILL VARY according to -

- 1 - Food habits and nutritional standards of family.
- 2 - Quantity and variety of vegetables and fruits stored fresh or dried.
- 3 - Quantities of meat cured, and poultry used fresh.
- 4 - Climate and length of growing season for gardens.

- 1 - To help determine the relative value of the various types of food.
- 2 - To determine the relative value of the various types of food.
- 3 - To determine the relative value of the various types of food.

THE FOLLOWING ARE THE RESULTS OF THE SURVEY

- 1 - List the foods to be served and the amount of each food to be served.
- 2 - Determine the relative value of each food to be served.
- 3 - Determine the relative value of each food to be served.
- 4 - Determine the relative value of each food to be served.
- 5 - Determine the relative value of each food to be served.
- 6 - Determine the relative value of each food to be served.
- 7 - Determine the relative value of each food to be served.
- 8 - Determine the relative value of each food to be served.
- 9 - Determine the relative value of each food to be served.
- 10 - Determine the relative value of each food to be served.

The following table shows the relative value of each food to be served.

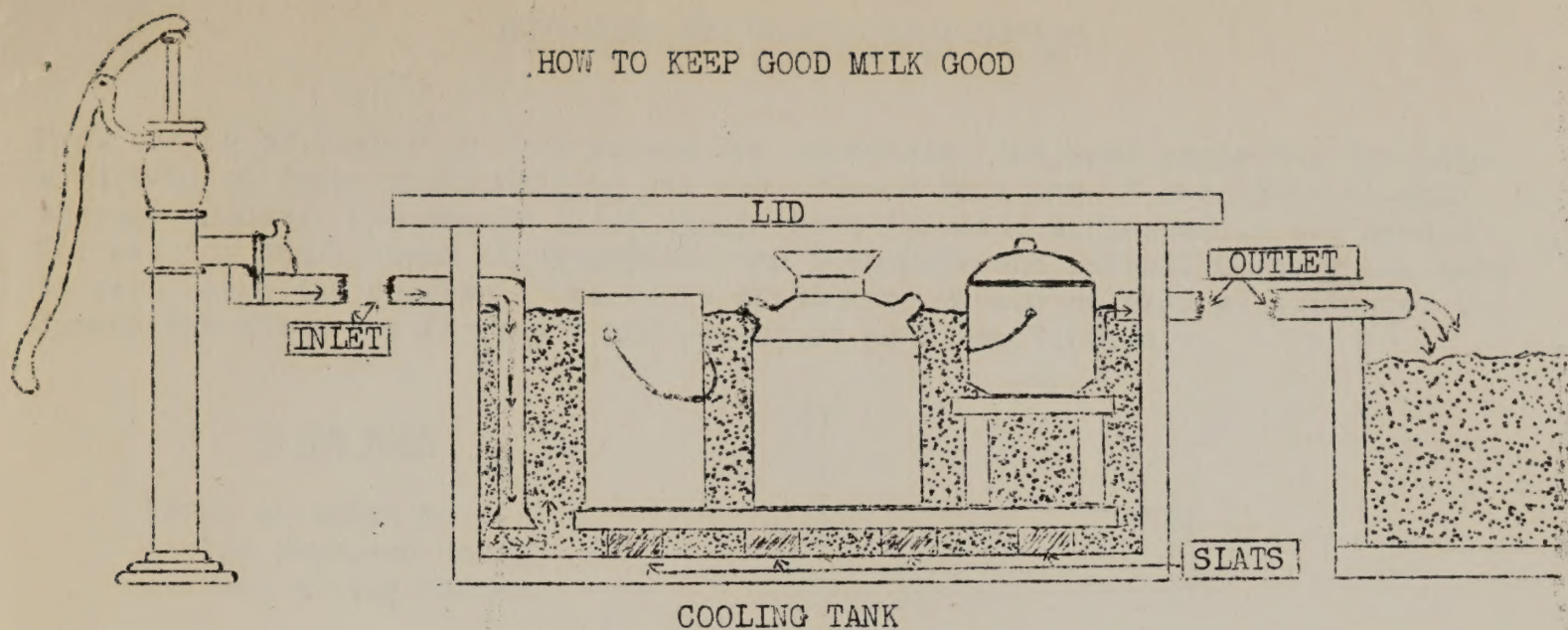
A TABLE SHOWING THE RELATIVE VALUE OF FOODS

Food	Relative Value	Food	Relative Value	Food	Relative Value	Food	Relative Value	Food	Relative Value	
Wheat	100	Wheat	100	Wheat	100	Wheat	100	Wheat	100	
Barley	80	Barley	80	Barley	80	Barley	80	Barley	80	
Oats	60	Oats	60	Oats	60	Oats	60	Oats	60	
Rye	40	Rye	40	Rye	40	Rye	40	Rye	40	
Millet	20	Millet	20	Millet	20	Millet	20	Millet	20	
Sorghum	10	Sorghum	10	Sorghum	10	Sorghum	10	Sorghum	10	
Buckwheat	5	Buckwheat	5	Buckwheat	5	Buckwheat	5	Buckwheat	5	
Speltz	3	Speltz	3	Speltz	3	Speltz	3	Speltz	3	
Tritic	2	Tritic	2	Tritic	2	Tritic	2	Tritic	2	
Other	1	Other	1	Other	1	Other	1	Other	1	
TOTAL					1000	TOTAL				

THE FOLLOWING ARE THE RESULTS OF THE SURVEY

- 1 - To help determine the relative value of the various types of food.
- 2 - To determine the relative value of the various types of food.
- 3 - To determine the relative value of the various types of food.
- 4 - To determine the relative value of the various types of food.

HOW TO KEEP GOOD MILK GOOD

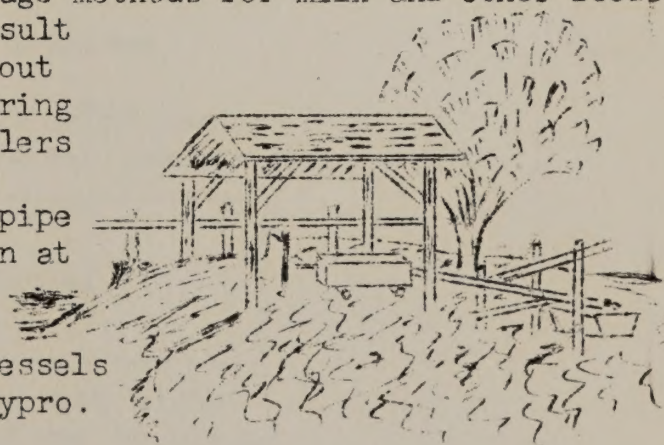


MILK IS THE MOST NEARLY PERFECT FOOD, but it requires careful handling to keep it sweet, wholesome, and pleasing to the taste. Cleanliness and proper cooling are the best preventives of early souring. The cleaner the milk and the sooner it is cooled after milking, the longer it will stay sweet and have a good flavor.

Here's how to KEEP GOOD MILK GOOD:

1. HAVE A CLEAN PLACE TO MILK. Keep it as free from dust and dirt as possible.
2. HAVE A CLEAN COW. Brush the cow's right side and udder to remove dust, hair, and caked dirt. Wipe the cow's udder, teats, and the hands of the milker with a clean, well dampened cloth.
3. MILK WITH CLEAN, DRY HANDS.
4. MILK IN CLEAN BUCKETS. Buckets having seams soldered flush with the walls prevent millions of harmful bacteria from having a place to hide. Keep buckets covered with clean cloth before and after milking. BE SURE TO KEEP ALL MILK VESSELS THOROUGHLY CLEAN. Do this by rinsing in cold water, then washing in hot water containing washing soda instead of soap. After that, rinse first in clean hot water, then in cold water containing chlorine according to the directions on the container of the *chlorine preparation. Drain equipment until dry, without using a drying towel. During storage, protect from flies and dust.
5. COOL THE MILK QUICKLY AFTER MILKING. Stir frequently, at first, to hasten cooling. Since a liquid will cool milk from 7 to 17 times faster than will air of same temperature, set the containers of milk and food in cold water. Another way is to wrap the containers in heavy, wet cloths, and set in shallow vessels of water located in a shady place where there is a draft of air. The cloths should extend into the water.
6. AFTER COOLING THE MILK, KEEP IT COOL. Storage methods for milk and other foods are beyond the scope of this circular. Consult your Extension Agents or FSA Supervisors about types of iced and iceless refrigerators, spring houses, vat coolers, and other forms of coolers that can be made at home. Whenever storage tanks or vats are used, it is important to pipe the water in and out, as in the illustration at the top of this page.

*Some chlorine solutions for sterilizing milk vessels are Chlorox, Purex, Hilex, Zonite, B-K, and Hypo.

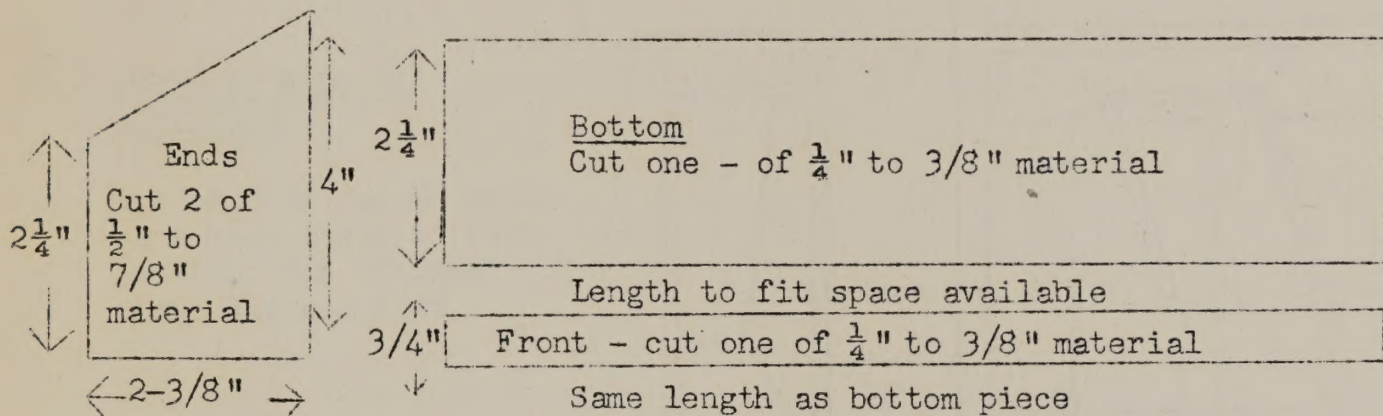
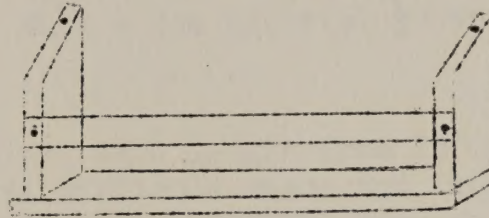


HOME-MADE SPACE-AND-LABOR-SAVERS

From scraps of lumber or from wooden box materials, the home carpenter can make a variety of racks which help to improve or make best use of available kitchen storage spaces. One should first study where improved arrangements are needed for keeping small items of equipment, and then make and install those which seem to best serve the purpose. The racks shown here should be made as suggested in dimensions which fit the needs and spaces of your own kitchen.

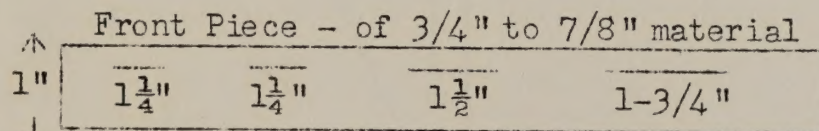
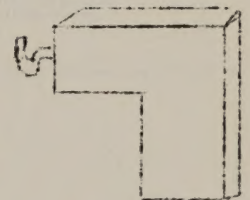
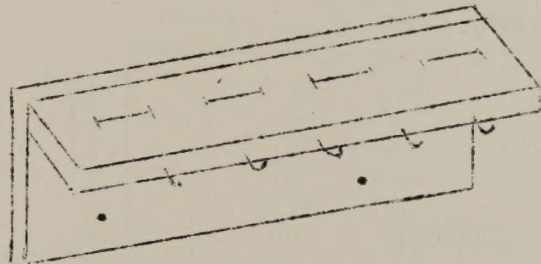
I. SPICE RACK

To be attached to
inside cupboard door,
at food mixing center.



II. KNIFE RACK

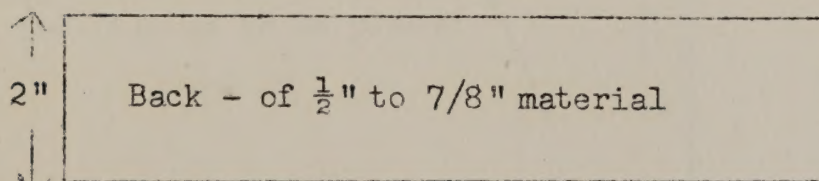
To be attached to wall
or inside a cupboard
door near sink or at
mixing center.



Length 9" to take care of 4 knives,
or longer for more knives

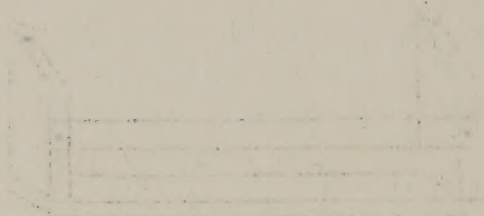
Slots to be cut out $\frac{1}{8}$ " to $\frac{3}{16}$ " deep

Distance from ends to slots and between slots - $5\frac{5}{8}$ "



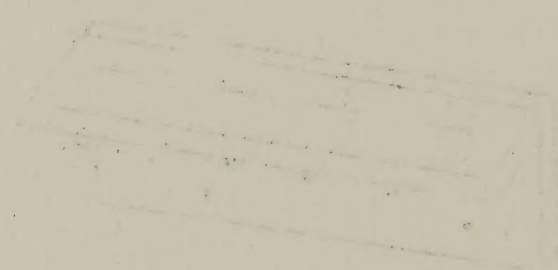
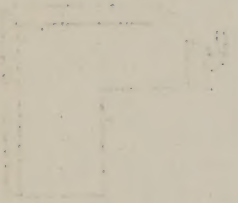
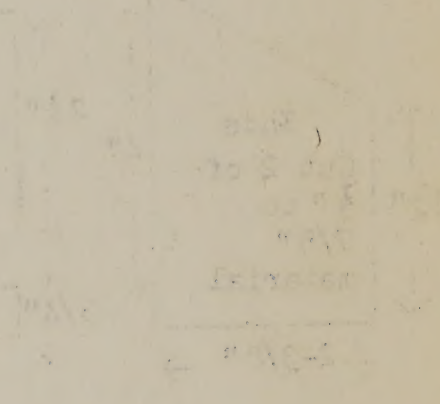
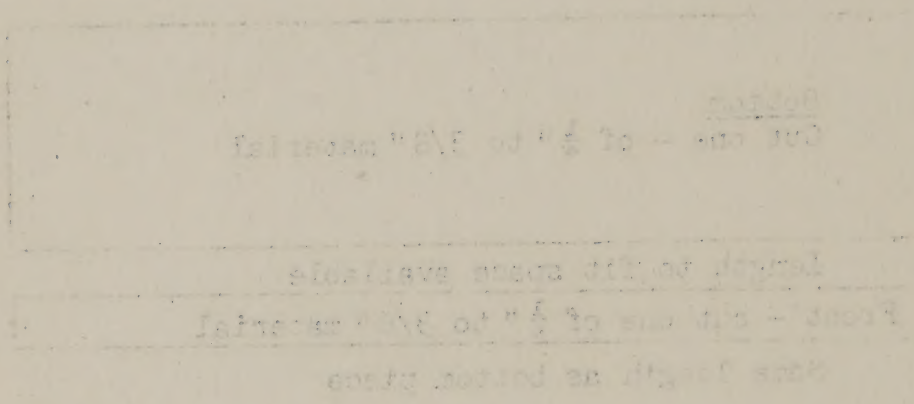
Length same as front piece with slots
5 cup hooks or angle hooks may be placed
across front edge of front piece, for
hanging small spoons, brushes, etc.

When setting of kitchen sink, the most important thing to remember is to make sure that the sink is level. A variety of tools which help to insure a level sink are available. Always use a spirit level. One should first make sure that the sink is level in the front and back. Then make sure that the sink is level on the sides. The reason for this is that if the sink is not level, it will not drain properly. The reason for this is that if the sink is not level, it will not drain properly. The reason for this is that if the sink is not level, it will not drain properly.



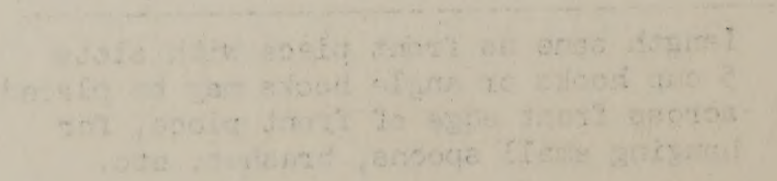
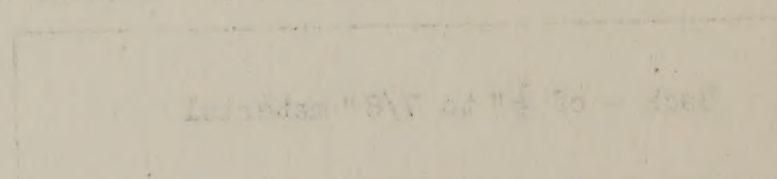
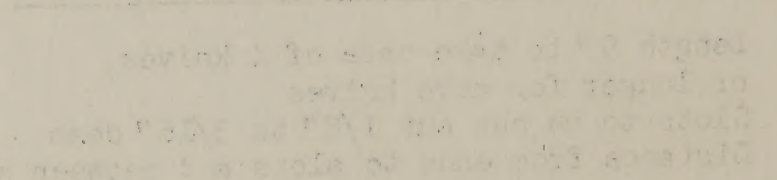
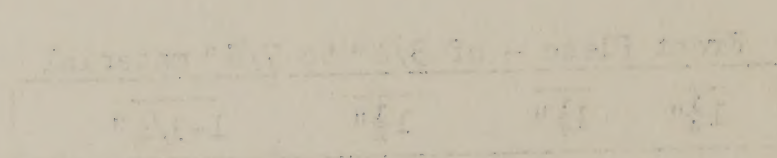
1. FRONT VIEW

To be attached to the cabinet under the sink.

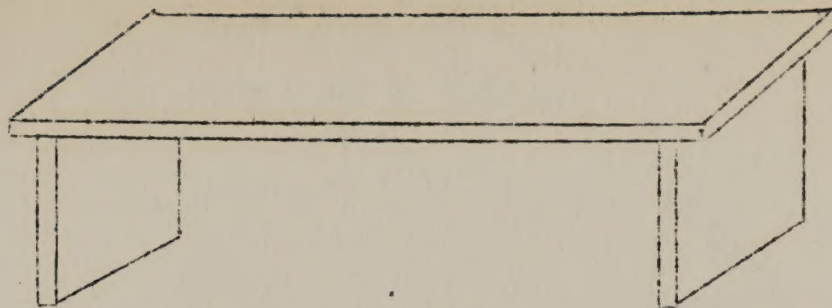


2. SIDE VIEW

To be attached to the wall or inside a cabinet. The reason for this is that if the sink is not level, it will not drain properly. The reason for this is that if the sink is not level, it will not drain properly. The reason for this is that if the sink is not level, it will not drain properly.



III. AN "IN-BETWEEN OR HALF-SHELF" for kitchen and dining room storage spaces - to make maximum orderly use of available vertical space between shelves.

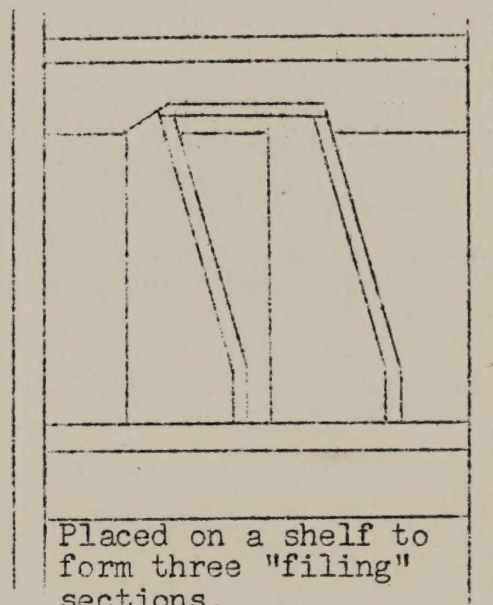
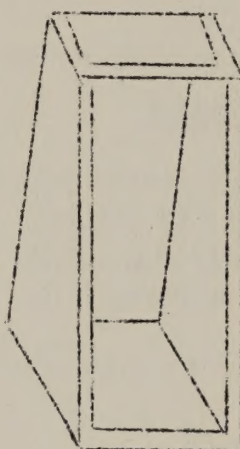


Top - Use material $\frac{1}{4}$ " to $\frac{7}{8}$ ";
Ends - Use material $\frac{1}{2}$ " to $\frac{7}{8}$ " thick.

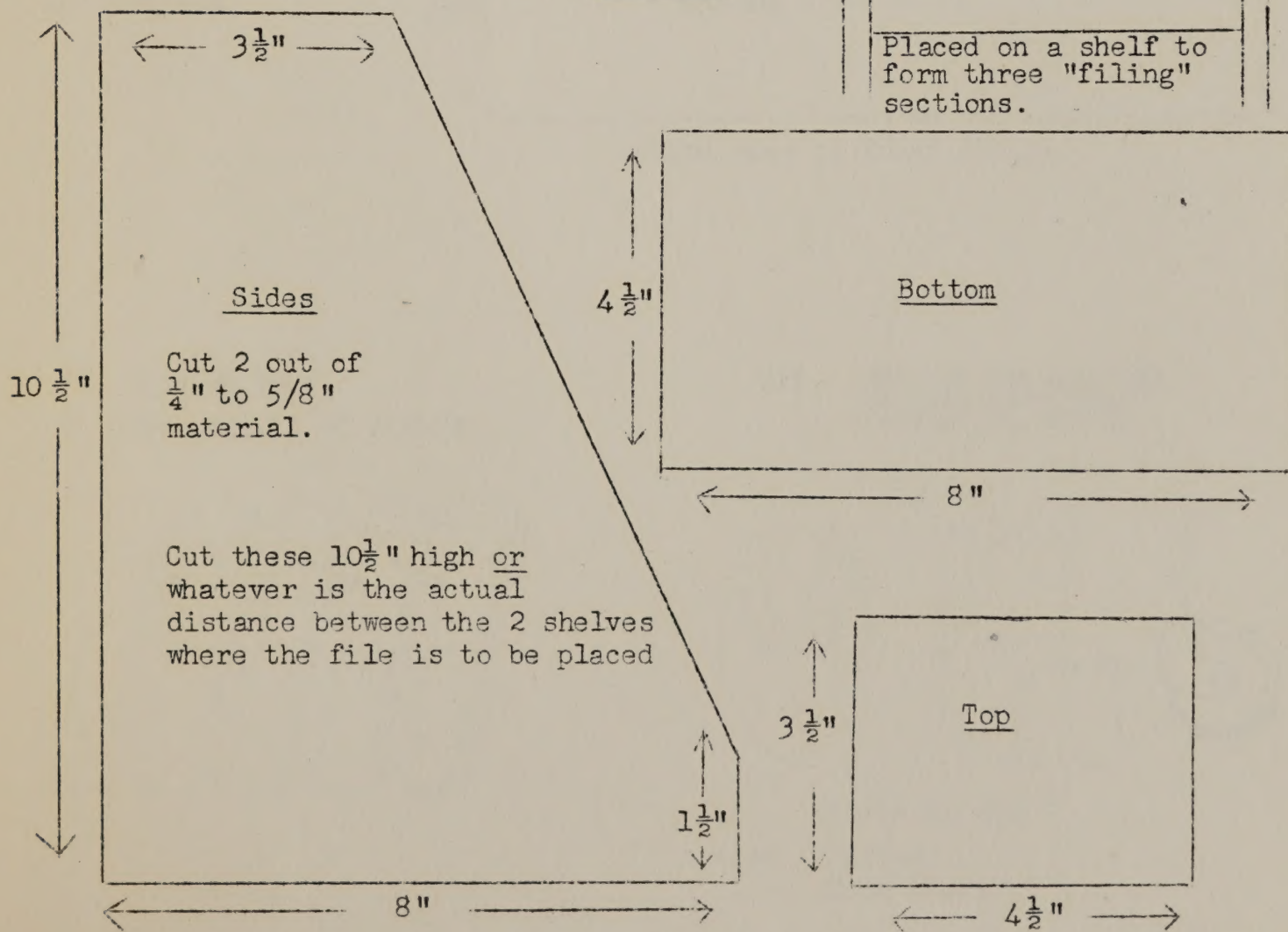
Make this shelf from 4" to 7" high, with length from 12" to total length of cupboard shelves, according to available space and intended use.

IV. VERTICAL FILE OR PARTITION

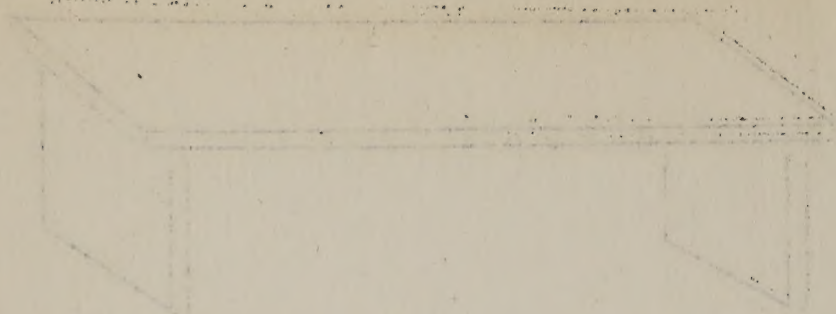
One or more may be used on a high shelf to form sections for "filing" flat pans and lids.



Placed on a shelf to form three "filing" sections.



AS SHOWN IN FIG. 1
 SHELL FOR REVERSE AND
 FORWARD USE
 FORWARD - 12" x 12"
 REVERSE - 12" x 12"
 DISTANCE BETWEEN SHELLS
 12" x 12" x 12"

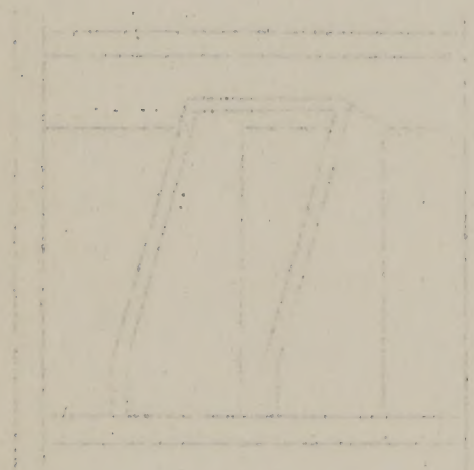
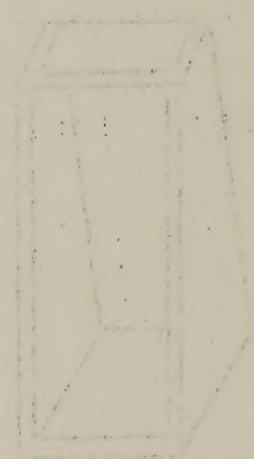


Top - Use material 1/2" to 3/8"
 Sides - Use material 1/2" to 3/8" thick

Take this shell from 12" to 12" high, with length from 12" to total length
 of standard shell, according to available space and intended use.

IV. VERTICAL SHELL OR PARTITION

Use in same way as used
 on a shell for
 sections for "filling"
 that part and side.



Placed on a shell for
 form this "filling"
 sections.



12"

Bottom

12"

12" x 12" x 12"
 material.

Use these 12" x 12" high in
 whatever is the actual
 distance between the 2 shells
 where the 12" is to be placed



12"

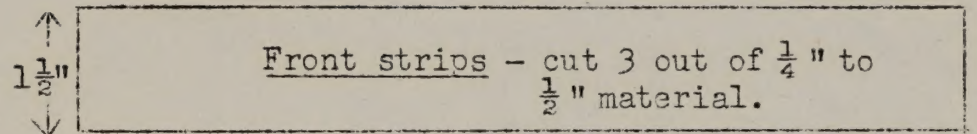
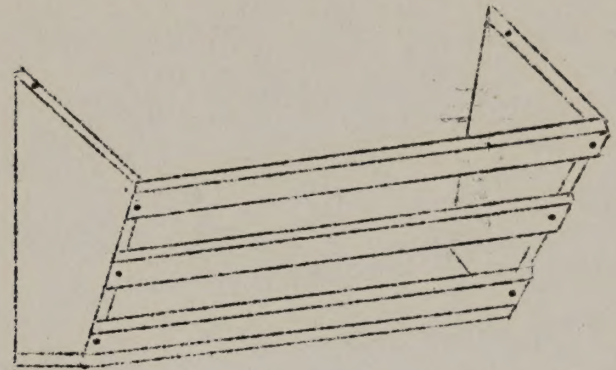
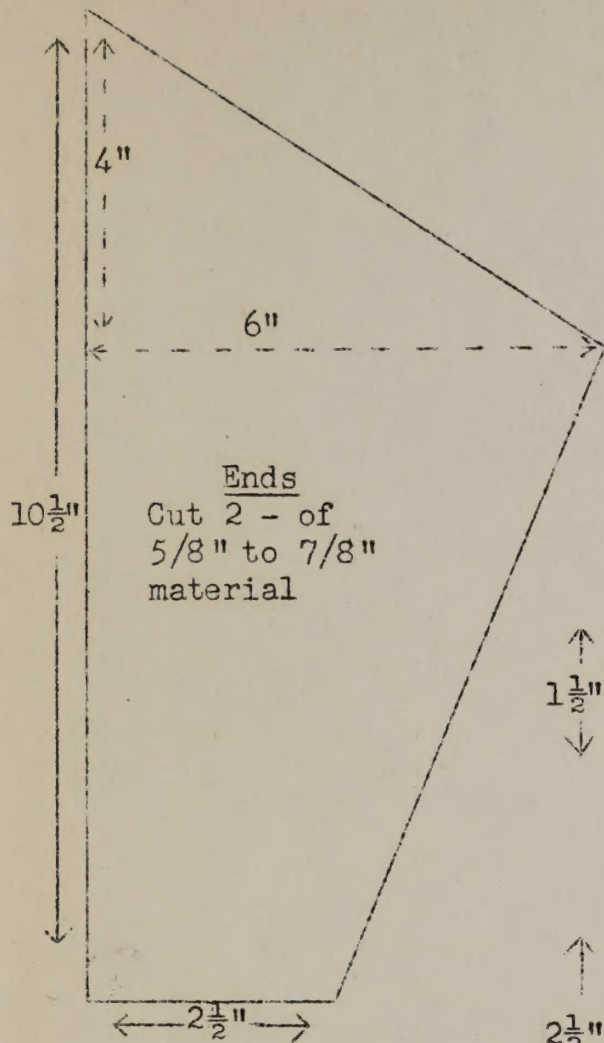
Top

12"

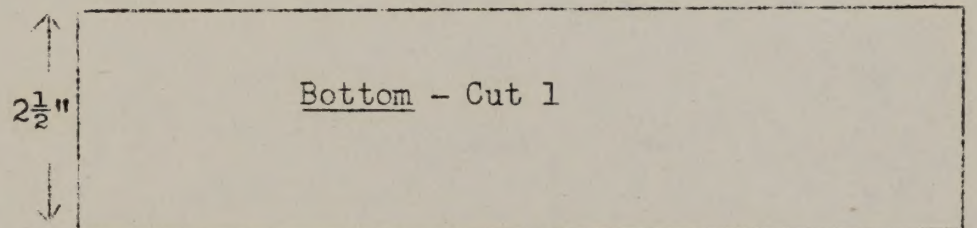
12" x 12" x 12"

V. KETTLE COVER RACK

For attachment to wall or
inside a cupboard door.



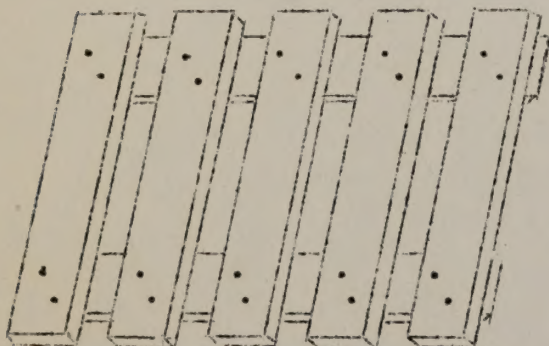
Length 12" or more, depending on space available and whether to hold lids larger than 10" in diameter



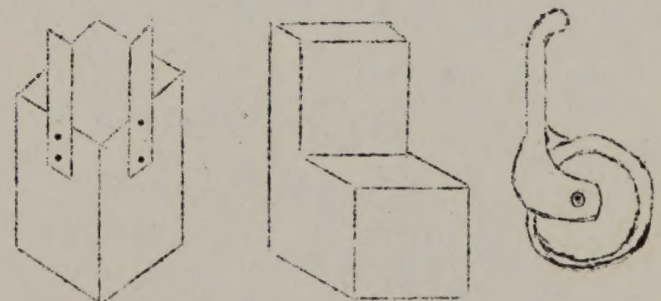
Length same as front strips

VI. A SINK RACK

To raise height of dishpan



VII. DEVICES FOR RAISING HEIGHTS OF TABLES



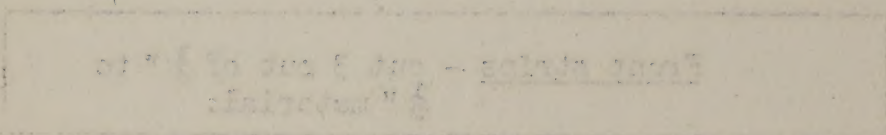
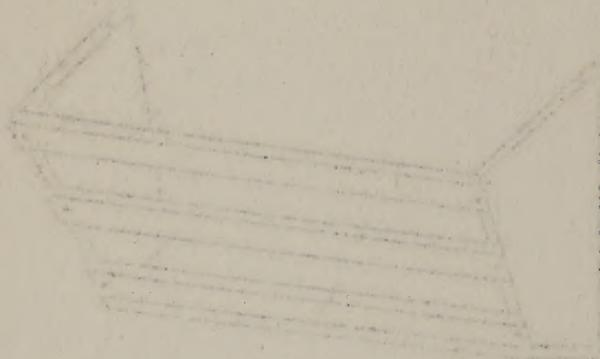
Wooden Blocks

also - Casters

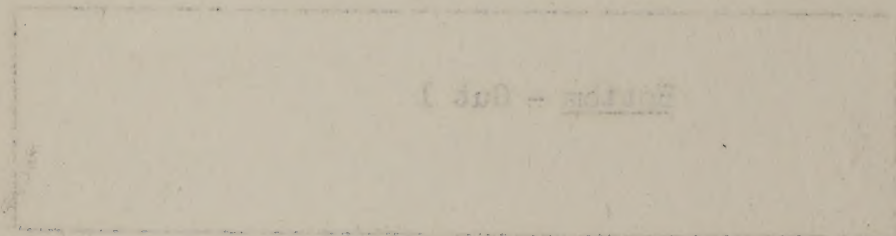
Door Stops

VII. DEVICE FOR EATING

For attachment to wall or
stand & support only.



Length 12" of more, depending on space avail-
able and whether to hold 12 1/2" or 10"
in diameter

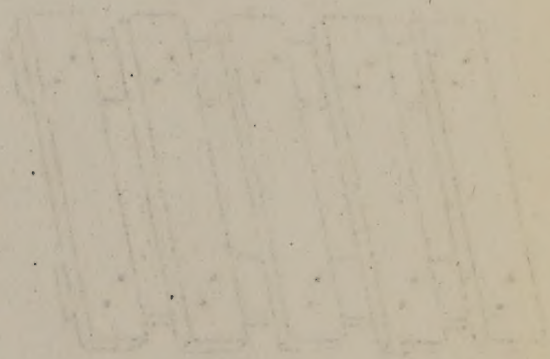


Length same as front plate

Box
Cut 3 - of
12 1/2" or 10"
material

VII. DEVICE FOR EATING POINTS OF TAIL

VII. A RICE BAK To raise height of 12 1/2"



Box
also - 12 1/2"
Box 12 1/2"